

Adobe Sign: How to Use a Student Workflow

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Step 0. Student Email

You need a Foothill College or De Anza College student email in order to use the student workflows. Apply one if you do not have one.

Student Workflows

Warning: Students are required to have a college student email address to use AdobeSign workflows. Your access to the AdobeSign workflows won't be available until your student email account is activated. Apply now using the link below.

[Apply For a Student Email](#)

After receiving the notification email of your student email account activation at your primary email address, proceed to the following step.

(Note: See the screenshot below. After your email account is activated, you can log in to your student email-account by clicking on Login)

Step 1. Adobe Sign Account Initialization

If you have not used Adobe Sign online before, you will need to initialize your access. Click on "Initialize My Adobe Sign Access" button. Skip this step if you have.

Student Workflows

Click on the blue button below to initialize your Adobe Sign account. It will open up a new tab. Please navigate back to this page after the account is successfully created. For more information, please refer to [Step by Step Instructions on How to Use a Student Workflow](#).

[Initialize My Adobe Sign Access](#)

De Anza Course Audit Request (Student)

[Start Workflow](#)

De Anza High School Permission Form (Student)

[Start Workflow](#)

De Anza Petition for Academic Renewal (Student)

[Start Workflow](#)

De Anza Petition to Replace a Substandard Grade (Student)

[Start Workflow](#)

Foothill CCAP Special Admit & Dual Enrollment Form (Student)

[Start Workflow](#)

Foothill Course Audit Request (Student)

[Start Workflow](#)

Foothill High School Student Dual Enrollment Form (Student)

[Start Workflow](#)

Foothill Petition For Exception of Academic Policies (Student)

[Start Workflow](#)

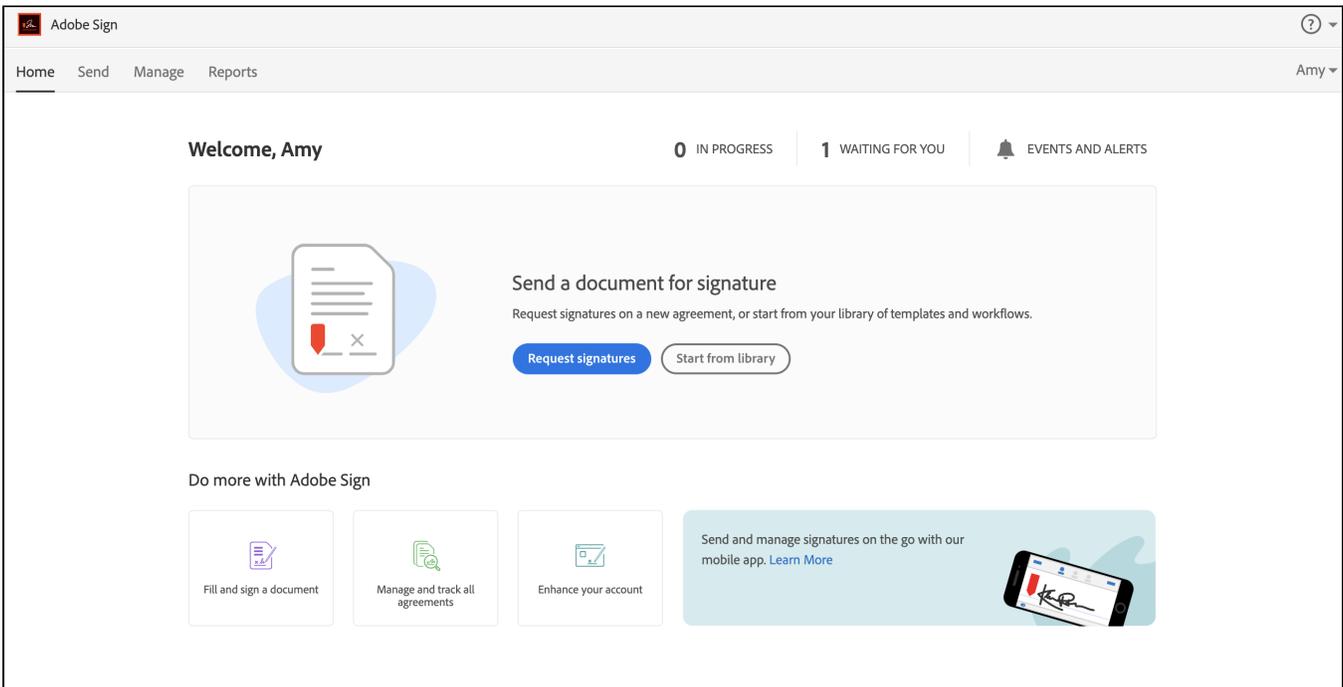
Login to Your E-mail Account

The link below will work after you receive the notification email of your account activation at your primary email address.

[Login](#)

Step 2. Adobe Sign Dashboard

If your account is initialized successfully, you will be seeing the Adobe Sign dashboard in another tab. Go to Step 3.



Step 3. Go back to your MyPortal tab if step 2 is successful

And refresh this page



After the page is refreshed, you will see the available workflows

Student Workflows

For more information, please refer to [Step by Step Instructions on How to Use a Student Workflow](#).

De Anza Course Audit Request (Student) [Start Workflow](#)

De Anza High School Permission Form (Student) [Start Workflow](#)

De Anza Petition for Academic Renewal (Student) [Start Workflow](#)

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Foothill Course Audit Request (Student) [Start Workflow](#)

Foothill High School Student Dual Enrollment Form (Student) [Start Workflow](#)

Foothill Petition For Exception of Academic Policies (Student) [Start Workflow](#)

Login to Your E-mail Account

The link below will work after you receive the notification email of your account activation at your primary email address.

[Login](#)

Step 4. Start a workflow

Click on the "Start Workflow" button to start a workflow. You will see the a page like the following page if no popup blocker. This example workflow requires an instructor signature. Enter the instructor's email and click on Send.

Adobe Sign

Home Send Manage Reports Account Claire

De Anza Course Audit Request

How this workflow works?
To Student: Please enter the instructor's email address in order to complete the course audit request form.

Recipients more

Requester *

Myself Email

Instructor email *

Enter recipient email Email

Dean *

webregda@fhda.edu Email

A & R *

webregda@fhda.edu Email

Document Name *

De Anza Course Audit Request

Message *

To Student: You will need to have the instructor's email address in order to complete the course audit request form.
To A & R: Please delegate to the appropriate dean.

Options

Completion Deadline

05/29/2020 12:55 PM

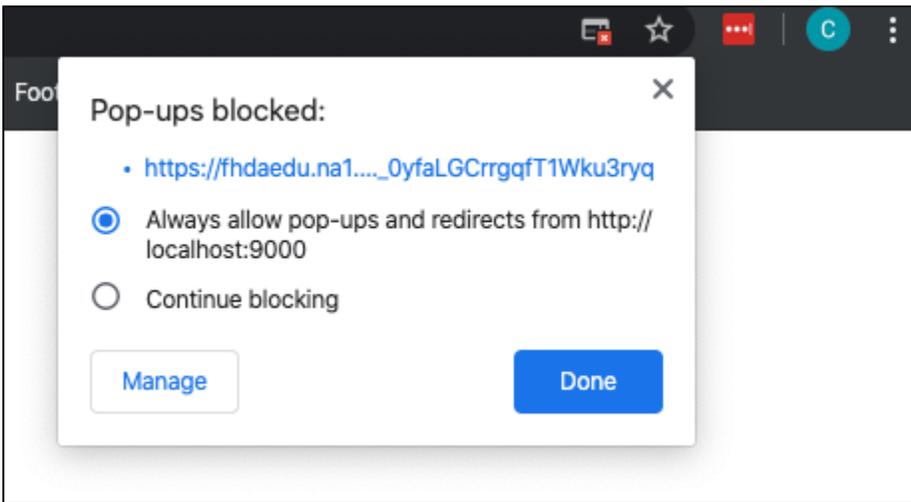
Files

De Anza Course Audit Request 2-28-2020 *	De Anza Course Audit Request 02-28-2020
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Send

Guided Help

If nothing happens, check if your popup is blocked. If it is blocked, you will see a red X to the right end of the url address bar. Click on the red x. Select Always allow pop-ups option and click on Done. You may need to refresh your myPortal page and try again.



Step 5. Fill out the form and Click to Sign

Click on the yellow Start arrow to start filling out the form.



Admissions and Records

Course Audit Request

1 Audit Conditions, Procedures and Fees

- (a) Enrollment as an auditor carries no privilege other than to attend classes.
- (b) To be eligible to audit a course, the student must have already taken and completed the course the maximum number of times permitted, and received a grade of "C" or better at Foothill or De Anza College (See College Catalog).
- (c) All student course audit requests must have the instructor's signature of approval before the audit request is submitted to the Admissions and Records office.
- (d) Audit fee: \$10 per unit. The first five (5) units of audit fee are waived if the student is currently enrolled in 15 or more units.
- (e) Approved audit requests will be processed beginning the third week of the quarter (after the census date).
- (f) Online and hybrid courses may take up to 48 hours for access.

2 Student Information

Fall
 Winter
 Spring
 Summer
 Year

Student ID#
 Name Last
 First:

Start

3 Course Information and Instructor Approval – complete (a) – (e)

(a) CRN	(b) Course ID	(c) Units	(d) Instructor name	(e) Instructor signature
*	*	*	*	Signature: Email: changclaire@fhda.edu

Signature: Click here to sign Mar 30...

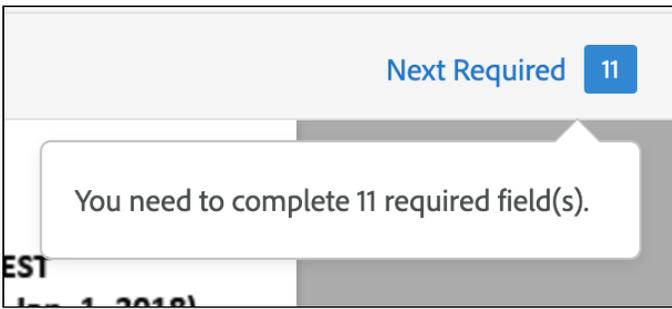
Email: changclaire@fhda.edu

Student's Signature Date(mm/dd/yy)

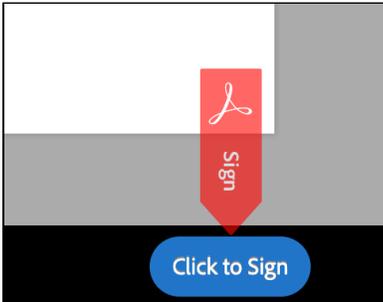
Office use only		
Dean signature	Fees	Processed
Signature: Email:		Date by
Fees adjusted:		
Fees paid:		

03/2020

A number shown on the top right area of the page indicates the # of required fields to fill. Clicking on the "Next Required" link brings you to the next required field.



Once all the required fields are filled, a blue "Click to Sign" button will appear the the bottom of the page. Click on the button to submit the form.



Step 6. The workflow continues

The workflow engine will send the agreement to the next recipient defined in the workflow settings. After all parties have signed, it will go back to the A&R for final processing. You will receive email notifications in your **student email**.